

Capital Area Library Assistants

Outstanding Service Award

The Award

The Capital Area Library Assistants Outstanding Service Award is an annual award presented to a member of CALA to acknowledge outstanding service to their library and to the library community. The Capital District Library Council, and the Capital Area Library Assistants, are the official sponsors of the Award.

The Outstanding Service Award is intended to promote the role and image of library assistants and support staff and recognize the importance of support staff in the library profession, in keeping with CALA’s goal To enhance a professional image of library support staff within the library community.

Nomination Process

The CALA Coordinating Committee, in cooperation with the Executive Director of CDLC, will conduct the nomination and selection process for the Award each year.

The Coordinating Committee will:

- Solicit nominations for the award each year.
- Prepare and distribute a call for nominations.
- Acknowledge receipt of all nominations.
- Review and evaluate all nominations.
- Consult with the Executive Director of CDLC in choosing the winning application each year.
- Notify the winner and all other members of CALA and CDLC.
- Provide written acknowledgment of the Award to the winner and to their Library Director.

Eligibility

Nominees must:

1. Be a current member of CALA in good standing for at least one year.
2. Be currently working (or have worked) within the past year in a library in the Capital Region (All types of libraries are eligible, including (but not limited to) academic, public, school, special and other libraries.)
3. Be working, or have worked within the last year, in a support position in a library (i.e. not in a position that requires an M.L.S / M.S.I.S. degree)

Current CDLC employees and current members of the CALA Coordinating Committee are not eligible to receive the Award, but they may submit award nominations for others.

Nominations

Nominations shall be submitted in writing, using a Nomination form, either via email or hard copy format and submitted to the current Chair of the CALA Coordinating Committee.

Each nomination will be distributed to and reviewed by current members of the CALA Coordinating Committee, and by the Executive Director of CDLC, as part of the selection process.

- Candidates may either be self-nominated or nominated by another person (peers or supervisors may nominate another person, with permission).
- Anyone can nominate a member of CALA; the person nominating does not have to be a member of CALA, but the nominee does.
- ALL nominations should address the nominee’s qualifications for the Award.
- In writing the nomination, provide as much information as possible:
  1. Specifically address how the candidate meets any or all of the Award criteria, preferably with examples of the nominee’s record of library service, community service or other work in service to the profession. Volunteer service to the profession and the community are also considered.
  2. Most successful award nominations will be at least a few paragraphs long and provide details of the nominee’s performance according to some or all of the criteria for the Award.
  3. One or more letters of support from other people who know the nominee and are familiar with their work or specific project may be submitted as part of the nomination. Letters of support can be submitted separately via email or hard copy to the CALA Coordinating Committee, or with original nomination.
- The CALA Coordinating Committee will announce the award each year with deadline for nominations to all CALA and CDLC members well in advance of the closing date for nominations to be received.

Criteria for selection

Nominees for the award must be individuals who have repeatedly demonstrated their commitment to service to their library, the library community and the field. Successful nominations will demonstrate ways in which the nominee transcends the normal definitions of excellence.

The successful Nominee should also demonstrate excellence in professional activities beyond the parameters of the job description, including areas of leadership, innovation and problem solving.

Criteria include any or all of the following:

- High level of efficiency and/or productivity, as demonstrated by developing, implementing, and fostering advances in library operations, services or programs.
- Excellence in Customer Service (internal or external)
• Exceptional teamwork and cooperation, either in relation to group projects, committee work or community service efforts.
• Innovation and creativity in developing new policies, procedures or services
• Mentoring and/or peer training outside primary job responsibility
• Going "above and beyond" assigned responsibilities
• Positive Attitude To Promote a Productive and Pleasant Workplace
• Demonstrating leadership and providing guidance in interacting with the public and other employees.
• Implementing successful and creative projects.
• Improving the user experience through creative applications of information technology.
• Marketing and promoting services to library users.
• Exhibiting an exceptional spirit of service to others.
• Enhancing communication among all levels of library staff.

Announcement of the Award

The winner shall be notified in writing one week in advance of a public announcement. In addition to notifying the winner privately, the CALA Coordinating Committee shall:

• Make a public announcement each year.
  The announcement of the Award shall be made via the following outlets, including (but not limited to):
  1. CALA member email list
  2. CDLC Newsletter (currently known as ReCAP)
  3. CDLC / CALA website
  4. Any and all social media sites where CALA maintains an active presence
  5. Other library or library assistant related lists (e.g. NYSLAA-L, etc.)

• Present the Award to the recipient as soon as possible after the announcement.

Compensation for the Award

Each recipient of the annual Award will be honored with a framed Certificate bearing the recipient’s name, the name of the Award and the date and signed by the Executive Director of CDLC.